

## Sample Statements and Reports

### Billing Statement

The Billing Statement is the service/agency's official invoice. This statement should be date stamped upon receipt, and according to the Prompt Payment Act, the payment must be dated no more than 30 days from the date stamp.

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Billing Account Statement		<b>IMPAC</b> Government Services	
SEND BILLING INQUIRIES TO: I.M.P.A.C. CARD SERVICES P.O. BOX 6347 FARGO ND 58125-6347		PAYMENT DUE IN ACCORDANCE WITH THE PROMPT PAYMENT ACT \$ 409.74 * ** AMOUNT PAID ** \$ _____ BILLING STATEMENT	
		STATEMENT CLOSING DATE SEP 23, 1998	
REMIT TO: I.M.P.A.C. CARD SERVICES P.O. BOX 6313 FARGO, ND 58125-6313		BILLING ACCOUNT NUMBER 4716304555609265	
PREVIOUS BALANCE	.00	PURCHASES AND OTHER CHARGES	409.74
PAYMENTS	.00	SELF ASSESSED INTEREST PENALTY	.00
CURRENT BILLING ACTIVITY	409.74	CHECKS	.00
ACCOUNT BALANCE	409.74	CHECK FEE	.00
		CREDITS	.00
		CURRENT BILLING ACTIVITY	409.74
		DELIA M MARTINELLI USGA-PAN DCA/PROC DIV PSC 7 BOX 5017 APO AA 34007-5000	
*IF PAYMENTS TOWARDS PREVIOUS BALANCE HAVE BEEN MADE, PLEASE DEDUCT FROM THE PAYMENT DUE.		N000002652	

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Billing Account Statement											
DETAIL SEGMENT											
BILLING ACCOUNT NUMBER-		4716-3045-5566-9265									
P/DT	T/DT	DESCRIPTION	CITY	ST	AMOUNT	P/DT	T/DT	DESCRIPTION	CITY	ST	AMOUNT
09/19	09/17	AAFS COROZOL MAIN STR	APO	MIAMI	409.74						
*****		VANNUCCHI ARIAN	471630000475146	FL	409.74						
*****		ACCOUNTING CODE									
DEPARTMENT TOTALS FOR					00000					409.74	
DIVISION TOTALS FOR					00000					409.74	

**Plain Language Responsibilities: Purchase Card Certifying Officer**

I certify on \_\_\_\_\_ that the purchase and amounts shown documented on this statement:

1. Are correct and were required to fulfill immediate mission requirements of my organization.
2. Do not exceed spending limits approved by the Resource Manager.
3. Are not for my personal use or the personal use of the receiving individual.
4. Are not for items that have been specifically prohibited by my organization or by statute (ex: rents, real estate, transportation and travel, telecommunications).
5. Are not part of a system or larger purchase exceeding \$100,000 in value.
6. Have not been split into smaller segments to stay under the micro purchase limit (\$2,500).

In making this certification, I understand that I will be responsible for repaying my organization for any purchases that do not meet the above requirements as determined by later audit and/or reconciliation. I also understand that the disbursing officer will charge for late interest payment penalties.

\_\_\_\_\_  
 Signature

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